

ATTORNEY -- Quick Reference Guide**Adversary Proceeding Case Opening**

Step	Action
1	Click the Adversary hypertext link on the CM/ECF Main Menu.
2	The Adversary Events screen displays.
3	Click the Open an AP Case hypertext link.
4	Case Type defaults to AP
5	The current date will always be displayed in the Date Filed field.
6	Complaint filed defaults to y , if filing something other than a complaint, such as a Notice of Removal, change the y to n . Click [Next] to continue.
7	Enter Lead Case Number. Association Type defaults to Adversary - click NEXT
8	A screen showing the Divisional Office and the Judge the case is assigned to will appear - click NEXT .
9	The Search Party screen displays.
10	Enter a social security number, tax Id or Last/Business name to search for the party. <i>Note: It is recommended that you add parties to the case in the following order: Plaintiffs, defendants, then interested parties/other as applicable.</i>
11	If the system finds the correct party, highlight the party's name in the Party Search Results window, and click Select Name from List to add the party to the case. If the system <u>does not</u> find the party, it will display a message No person found . Click Create New Party to add the party to the case.
12	Enter or verify the party name. Remove party information (if any) such as address and county. <i>Important: Specify applicable [Role] type, Plaintiff, Defendant, etc. The system will default to "blank" and must be changed to reflect the correct party role for the party currently being added.</i>
13	Click [Attorney] to add attorney for the Plaintiff only . The attorney for the defendant(s) will be added when the answer is filed.
14	Enter Attorney's last name. Click [Search] to continue.
15	The Attorney search results screen displays. Click to highlight the attorney name. Click [Select name from list] click [Add Attorney] to add the attorney for the party.

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16	The Party Information screen displays again. Add aliases, if any, by clicking the [Alias] button.
17	Review information by clicking the [Review] button to verify the information for the party being added. Click Return to Party Screen.
18	Click [Submit] if the information is correct. If the information is incorrect click the browser [Back] button to find and correct the error and proceed with the event.
19	<p>The Party Information screen displays again. REPEAT Steps 9 - 19 until all Plaintiff(s), Defendant(s) or other interested parties have been added to the system</p> <p><i>Note: When adding a defendant, DO NOT associate an attorney for the defendant. An attorney will be added to the case upon the filing of an answer. If the defendant is a debtor, be sure to also remove the debtor address information in the same manner as was done for the plaintiff.</i></p>
20	Once all parties have been added to the system, click [End Party Selection] .
21	The Adversary Statistical Data screen displays.
22	Click the down arrow to reveal the list of Party Code options. Click to highlight the correct party code.
23	Click the down arrow to reveal the list of Nature of Suit options. Click to highlight the appropriate nature of suit. Only one Nature of suit option can be selected. However, there will be a supplemental text box window in the Final Docket Text screen in which to type the Nature of Suit(s) that pertain to this filing.
24	Click the down arrow to reveal the list of Origin options. Click to highlight the appropriate origin option.
25	Enter a Transfer Date if applicable.
26	Click the down arrow — to reveal the list of Rule 23 (Class Action) options. The default is n for no. If the adversary being filed is a Rule 23 (Class Action) proceeding, change the default to y .
27	Click the down arrow to reveal the list of Jury Demand options. Select the appropriate option.
28	<p>Demand: If there is a dollar demand in the complaint, enter the (\$000) amount to the nearest thousand (i.e. for a demand of 5,000 enter 5, leave off the 000).</p> <p><i>Note: DO NOT use dollar signs or commas.</i></p>
29	Click [Next] to continue.

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30	<p>The PDF Document Selection screen displays. Click [Browse], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry. Click [Next] to continue.</p> <p><i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p>
31	<p>The Fee Information screen displays. Enter CC credit card payment or O for other payment. Click [Next] to continue.</p>
32	<p>The Docket Text screen displays: Modify as Appropriate. Enter Nature of Suit(s) and Description(s) in the docket text box. Click [Next] to continue.</p>
33	<p>The Final Text screen displays. Verify the Final Docket Text, if the Text is <u>correct</u> click [Next] to continue and officially submit document. If the Final Docket Text is <u>incorrect</u> Click the browser [Back] button to find the error(s) and proceed with the event. To abort or restart the transaction, return to Step 1 and begin again.</p>